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AM 413-00

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Grants Management & Administration

PURPOSE

To establish a *grants management committee* within each agency, organization and/or entity (hereafter referred to as agency/entity) that oversees grant activities and ensures compliance with all relevant (Federal) Office of Management and Budget (OMB) circulars, grant-related city of Baltimore Administrative Manual (AM) policies, and applicable State and/or foundation requirements.

SCOPE

This policy is applicable to all city of Baltimore agencies/entities that use grant funding, as well as any organizations for which the city serves as grantor or contributes resources. Moreover, this policy supersedes and replaces **AM 404-1 Financial Grants**, **AM 404-1-1 Applying for Grants** and **AM 404-1-2 Action upon Receiving Grant Approval**.

POLICY STATEMENT

Each agency/entity must establish and maintain a grants management committee that meets at least quarterly or in the event, a grant exceeds its monthly budget by 20% or if a grant is within 60-days of its start/end date. Committee membership must include at least one senior manager with authority to make grant-related decisions for the agency/entity, at least one senior fiscal representative; as well as a representation of key grant manager(s) and/or responsible (grants management) supervisory staff. At a minimum, the committee should:

- Review potential grant applications, renewals and grant budgets (active & planned);
- Ensure the agency/entity is meeting its ongoing documentation requirements;
- Match grantee billings to the general ledger;
- Ensure the proper and timely closeout of all grants;
- Review grant outcome measures, audit results, drawdowns, and extension requests;
- Maximize opportunities for positive public relations/lobbying efforts; and,
- Ensure compliance with all OMB and AM policies.

In addition, each agency/entity's GMC chairperson is required to serve on a citywide *Grants Management Steering Committee* that meets at least quarterly or based on need with the finance department's grants management staff and senior management - with the aim of fostering a healthy standardized and centralized grants management culture throughout the city.

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PROCEDURES

NOTE

- Procedural items preceded by this symbol  are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol  are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

Agency/Entity:

1. Establishes an internal grants management committee (GMC) and designates a senior staff member with authority to make grant-related decisions to serve as chairperson.

Grants Management Committee (GMC):

2. Monitors and ensures agency/entity compliance with all relevant (Federal) Office of Management and Budget (OMB) circulars, all grant-related city of Baltimore Administrative Manual (AM) policies as well as all applicable State and/or foundation requirements;
3. Designates a committee member to document and archive the minutes of each GMC meeting on the city's grants management SharePoint site, at:
<https://portal.baltimorecity.gov/dof/GM/SitePages/Home.aspx>;



4. Ensures the agency/entity maintains a cadre of trained grant managers, grant writers and (grant) budget proposal managers to prepare and/or submit grant applications;
5. Retains documented evidence of training(s) in a (hardcopy) file and on the city's grants management SharePoint site;

6. Keeps current *all* active grants, grant activity and assigned grant managers on the city's grants management Customer Relationship Management (CRM) site, at:
<https://bmore.crm9.dynamics.com/main.aspx>; and,

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7. Ensures all single audit and grants management office findings are immediately corrected.
8. Reviews, at a minimum, the following information during each GMC meeting:

Applications

9. Projects what new or renewal grant applications are forthcoming and determines:
 - a. What resources will be needed;
 - b. What (key) staff, sub-recipients or consultants are required; and,
 - c. Whom to designate as application manager and/or budget proposal manager(s).
10. Follows the steps detailed in AM policies: **413-10 Grant Identification; 413-20 Grant Screening & Evaluation; 413.30 Grant Application & Preparation** and **413.40 Grant Management Review** when making a grant application;
11. In the event of a non-awarded grant, requests a debrief from reviewer(s) to learn about the application's content weaknesses and/or to obtain feedback on the budget that negatively impacted the submission; and,
12. Retains all debrief notes on the city's SharePoint site along with the original grant application so that appropriate adjustments can be made to optimize the agency/entity's chances for future grant awards.

Budgets

13. Reviews budget charts/graphs or data to highlight and focus upon areas of concern; e.g., over- or under-spending - in collaboration with the agency/entity's fiscal staff and/or their assigned Bureau of the Budget and Management Research (BBMR) Budget Analyst; and,
14. Ensures all grant-related primary accounts and subaccounts are closed within 45-days of the grant's end date and that all receipts, invoices or charges received or posted after the grant's closure were incurred within the grant's period of performance.

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Tracking

15. Maintains a shared calendar to project new and renewal applications, anticipated audits, expiration dates for Grant Services Specialist (GSS) positions (if applicable), grant closeout dates, grant extensions, periodic reports as required by the grantor, and forecasted GMC meeting dates.

Public Relations

16. Periodically submits success stories generated from their grants management efforts to the grants management office and mayor's director of communications. Each submission should describe who was involved, what happened and when and where the activity took place. To submit success stories, click the **Send Email Alert** and **Submit Success Story** buttons on the city's grants management SharePoint site;

17. Depending upon the number of grants an agency manages, the committee and/or a designated staff member(s) should submit the following number of public relations articles annually, for:

- 0-10 grants - 1 per year;
- 11-25 grants - 2 per year;
- 26-50 grants - 3 per year;
- 51-75 grants - 4 per year;
- 76-100 grants - 5 per year; or,
- 100+ grants - 6 per year.

18. Committees are encouraged to exceed recommended success story submission requirements.

Lobbying

19. In the event the GMC feels that external lobbying on the agency/entity's behalf will help ensure a successful grant award, submits a lobbying request to the deputy mayor of government relations and labor. To submit lobbying requests, click the **Send Email Alert** and **Request Grant Support** buttons on the city's grants management SharePoint site.

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Grants Manager:

20. Takes corrective action based on audit results or feedback from grantor, auditing or the grants management office; and,
21. Follows **AM Policies 413-50 Grant Award; 413.60 Grant Documentation; 413.61 Grant Management Financial Reporting** and **413-70 Grant Closeout** for the daily operation and ultimate closure of each grant.

Grants Management Office:

22. Monitors each agency/entity's grants management activities and provides database access, guidance, support and resources as needed;
23. Performs internal control testing in accordance with applicable OMB circulars and the city's grants management policies and procedures;
24. Monitors all grant accounts to ensure drawdowns and expenditures are timely, occur within the grant's period of performance, are appropriately charged and minimize unspent funds and/or negative budget variances;
25. Monitors compliance reviews of the city's agency/entities with grants, to monitor compliance with all applicable grants management AM policies and OMB circulars;
26. As necessary, submits a corresponding compliance report to each agency/entities' head and GMC for corrective action; and,
27. Periodically attends agency grants management steering committee meetings.

POLICY OWNER

The city of Baltimore grants management office is responsible for all changes and/or updates to this policy.

WORKFLOW PROCESS

A flowchart displays workflow graphically, using some or all of the following process symbols.

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PROCESS KEY

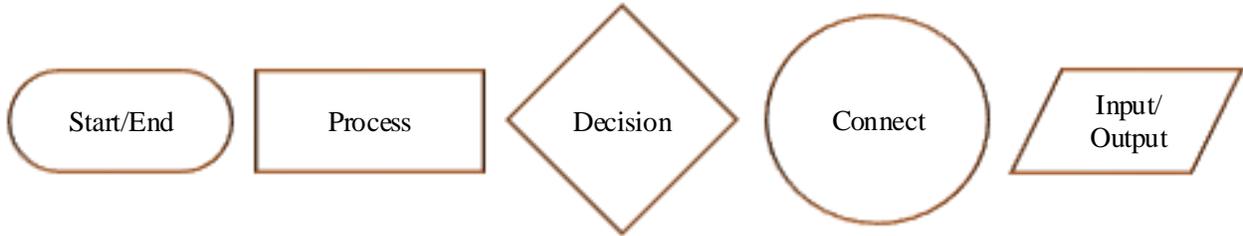


Figure 1, below, graphically displays the primary steps followed in the **Grants Management & Administration** process.

AM Policy 413.00: Grant Management & Administration

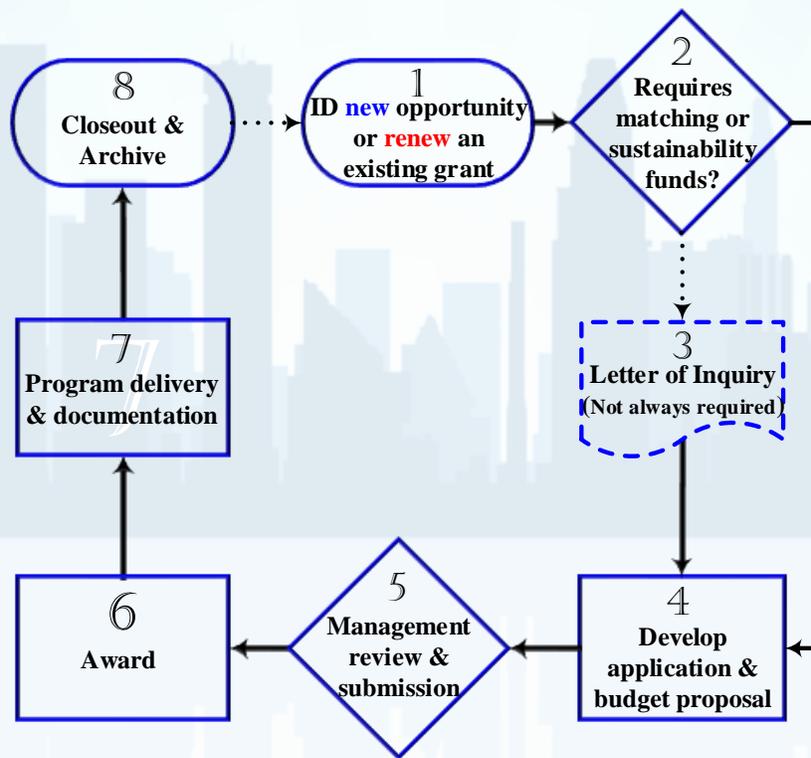


Figure 1: *Grant Management & Administration* reflects the macro-level steps of the grants management process.